



Hampton Sheriff's Office Job Description: Civil Process Officer

I. Purpose:

To establish duties, responsibilities and qualifications of the Civil Process Officers.

I. Duties and Responsibilities:

- Notifies grand jury selectees.
- Executes and returns civil and criminal processes.
- Executes court orders.
- Locates, levies, and sells property at public auctions.
- According to a monthly schedule, will be on-call to pick up mental patients and transports to confinement locations.
- Assist the courtroom security officer as needed.
- When directed, performs special or security assignments.

II. Knowledge and Skills:

- Thorough knowledge of all laws, rules, regulations and procedures applicable to the execution and administration of legal process.
- Comprehensive knowledge of court procedures.
- Skilled in the use of firearms.
- Ability to plan and supervise the work of subordinates.
- Ability to establish and maintain effective working relationship with city and court officials, employees and the general public.
- Ability to oversee the preparation and maintenance of legal instruments; related records and reports.

III. Education and Experience:

- Any combination of education and experience equivalent to graduation from high school.

Exhibit 13

- Ability to oversee the preparation and maintenance of legal instruments; related records and reports.

IV. Education and Experience:

- Any combination of education and experience equivalent to graduation from high school.